

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN EUROPE  
(USAFE)**

**UNITED STATES AIR FORCES IN EUROPE  
CHECKLIST 31-22  
22 FEBRUARY 2006**



**Security**

**OPERATIONAL READINESS INSPECTION  
(PHASE II) CHECKLIST - SECURITY FORCES  
UNITS**

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This publication implements Air Force Policy Directive (AFPD) *Air Base Defense*. The Operational Readiness Inspection (ORI) checklist is developed to support AFI 90-201, *Inspector General Activities*, and the United States Air Forces in Europe (USAFE) Supplement 1, inspection programs. It identifies compliance items that support guidance in Department of Defense (DoD) and Air Force directives, instructions, manuals, handbooks and related USAFE publications specifically designed to support base defense operations. This ORI supports basic principles found in; Air Force Tactics Techniques and Procedures (AFTTP) 3-10.1, *Integrated Base Defense* (IBD); AFI 31-301, *Air Base Defense* and the USAFE Supplement 1; AFH 31-302, *Air Base Defense Collective Skills*; AFH 31-302\_USAFESUP1, *Air Base Defense Collective Skills*; AFI 31-304(I), *Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees*; and AFH 31-305, *Security Forces Deployment Planning Handbook*. This checklist applies to all active duty USAFE units supporting an operational deployment mission; it does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Units can supplement this publication to add internal compliance items and applications to their own mobility processes. Ensure that any local instructions or supplements are created in accordance with AFI 33-360 Volume1, *Air Force Content Management Program-Publications*. This checklist is for inspection use only. Send comments and suggested improvements to this publication on AF IMT 847, **Recommendations for Change of Publication**, to HQ USAFE Security Forces Operations Section (HQ USAFE/A7SOS), Unit 3050 Box 135, APO AE 09094-0135. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://afrims.amc.af.mil>.

**1. General.** The items listed do not constitute the order or limit the scope of the inspection/ assessment. Units should use USAFE inspection checklists in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters

(HQ) may use this checklist in whole or in part during visits or exercises. Users may add items that, in the exercise of good judgment, warrant examination.

**2. Concept.** The Inspector General (HQ USAFE/IG) conducts Operational Readiness Inspections (ORI) of selected USAFE units. The inspection will evaluate the unit's response to North Atlantic Treaty Organization (NATO) or United States higher headquarters (U.S. HQ) tasking.

2.1. **Situation.** Depending upon the ORI scenario, units will receive an intelligence build-up and higher headquarters message reflecting the phases of time sensitive planning. The inspection requirements will not exceed that of a unit's individual Designed Operational Capability (DOC) statement or Mission Capability (MISCAP) as dictated by Operational Tempo at the time of scheduled inspection or assessment.

### **3. Inspection Criteria.**

3.1. **Common Core Readiness Criteria (CCRC).** CCRC represent six basic, overarching readiness criteria that all major command (MAJCOM) IGs will apply to each area of their respective ORIs. Each CCRC has one or more associated questions to facilitate its use by inspectors.

3.1.1. Threat. Is the unit able to implement and sustain appropriate measures to meet changing force protection conditions?

3.1.2. Safety. Does the unit safety program facilitate unit readiness?

3.1.3. Security. Were adequate security measures employed throughout the exercise? Were Operations Security (OPSEC) procedures incorporated into plans and followed throughout the exercise? Were proper Communications Security (COMSEC) materials available, as specified in tasked operations plans, to ensure mission accomplishment? Were COMSEC, Computer Security (COMPUSEC), and other measures employed to deny the enemy information?

3.1.4. Communications and Information. Were these operations effective?

3.1.5. Training. Were units properly trained and equipped to perform wartime duties?

3.1.6. Operational Risk Management (ORM). Were units applying ORM principles and concepts to assess the risks associated with their daily mission?

3.2. **Core Compliance Guide Items (CCGI).** Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs will be referred to as significant guide items requiring direct IG evaluation. Upper case and bold letters are used to identify CCGIs.

3.3. **Readiness Criteria (RC).** Areas deemed necessary by functional managers that required special vigilance and are important to the overall performance of the unit. Not adhering to RC could result in some negative impact on mission performance. Standard sentence case is used to identify RCs.

**4. Applicability.** This checklist is intended for inspection use and to help units prepare for command readiness inspections. It applies to all units subject to these types of inspections. All items on this inspection checklist are assigned an applicability code of 3, designating a main operating base (MOB).

**4.1. Base Defense.** Assess the ability of base defense forces to plan and conduct defense operations according to the designed operational capability (DOC) statement, mission capability statement (MIS-CAP), and time-phased force and deployment data (TPFDD) tasking.

4.1.1. When units are exercising a portion of their DOC for actual deployment taskings, they may be evaluated on any or all of their assigned Unit Type Codes (UTC) remaining in garrison. The deployment order and/or execution order (DEPORD/EXORD) will specify what UTCs are to be evaluated.

4.1.2. During ORIs evaluating tailored DOC statements, the capability and measure of effectiveness will focus on the MISCAP of UTCs being inspected (i.e. Communications and Command/Control (C2) may be evaluated at Headquarters Elements (QFEBA), Operations Headquarters Elements (QFEBB) or Flight Headquarters Elements (QFEBS) levels).

**4.2. Assessment Areas.** Defense forces may be assessed against their broad wartime and/or contingency mission of their units. Assessment areas will consist of the following:

4.2.1. Command, Control and Communications (C3). Ability of base defense forces to plan and conduct defense operations. This includes:

4.2.1.1. Preparing and communicating operations and execution orders.

4.2.1.2. Compatibility/interoperability of communications systems with other units, commands, services and national or theater assets.

4.2.2. Individual Ground Combat Skills. Individual and team proficiency in tactical employment of assigned weapons, vehicles, communications and equipment.

4.2.3. Tactics. Security of Protection Level (PL) 1-4 resources and response to incidents involving same.

4.2.4. Operations. Ability to defeat Level I threats and disrupt or delay Level II threats.

**4.3. Forms Adopted:** AF IMT 847, **Recommendation for Change of Publication.**

**Table 1. Base Defense Operational Readiness Inspection Phase II Checklist.**

Item Number	Item	Reference	Yes / No/ NA
1.	<b><i>Plan and Conduct Defense Operations</i></b>	AFI90-201, Para A5.4.6.1.	
1.1.	<b>ARE DEFENSE OPERATIONS BEING PLANNED AND CONDUCTED ACCORDING TO THE DESIGNED OPERATIONAL CAPABILITY STATEMENT, MISSION CAPABILITY STATEMENT AND TIME-PHASED FORCE AND DEPLOYMENT DATA TASKING?</b>	AFI90-201, Para A5.4.6.1.	
1.2.	Does the Defense Force Commander (DFC) understand the capabilities of the base defense forces and ensure coordination with other functions and forces, on and off the installation?	AFI 31-301, Para 1.1.1.	
1.3.	<b>HAS THE WING COMMANDER ESTABLISHED A BASE DEFENSE OPERATIONS CENTER?</b>	AFI 31-301, Para 2.14.2.	
1.4.	Has the wing commander planned for employment of transient forces, by ensuring base defense plans include provisions for augmenting the regularly assigned base defense forces during an attack or when the base is threatened with attack?	AFI 31-301, Para 2.14.3.	
1.5.	Has the wing commander developed base defense plans that incorporate tenant units?	AFI 31-301, Para 2.14.5.	
1.6.	<b><i>Air Base Defense</i></b>		
1.6.1.	Does the wing commander disseminate air, ground and missile attack warnings using established warning alarms?	AFI 31-301, Para 2.14.6.	
1.6.2.	Does the security forces unit commander ensure security forces units develop and maintain standard operating procedures (SOP) based on training references cited in AFI 36-2225, <i>Security Forces Training and Standardization Evaluation Programs</i> to enhance standardization and unity of effort?	AFI 31-301, Para 2.16.3.	
1.6.3.	Has the senior Air Force commander responsible for the air base delegated operational authority to conduct air base defense to the DFC?	AFI 31-301, Para 2.17.1.	
1.6.4.	Does the DFC exercise command and control through an established chain of command?	AFI 31-301, Para 2.17.1.	

Item Number	Item	Reference	Yes / No/ NA
1.6.5.	Are all aspects of air base defense operations directed through flight leaders and the base defense operations center staff?	AFI 31-301, Para 2.17.1.	
1.6.6.	Has the DFC established a base defense operations center staffed by administrative (S1), combat information section (S2), operations (S3), and logistics personnel (S4) that serves as the focal point for air base defense and security and designated an alternate base defense operations center?	AFI 31-301, Para 2.17.2.1.	
1.6.7.	Does the DFC plan, direct, integrate, coordinate and control all air base defense efforts through the base defense operations center staff?	AFI 31-301, Para 2.17.2.2.	
1.6.8.	Does the DFC coordinate air base defense issues and requests for assistance with the rear area operations center or rear tactical operations center?	AFI 31-301, Para 2.17.2.3.	
1.6.9.	Does the DFC submit situation reports through the wing operations center?	AFI 31-301, Para 2.17.2.4.	
<b>1.6.10.</b>	<b>DOES THE DFC DISSEMINATE RULES OF ENGAGEMENT TO ALL AIR BASE DEFENSE FORCES?</b>	<b>AFI 31-301, Para 2.17.2.5.</b>	
1.6.11.	Does the DFC serve as the primary advisor to installation leadership on all air base defense and security matters?	AFI 31-301, Para 2.17.2.6.	
1.6.12.	Has the DFC, if possible, exchanged liaison representatives with other U.S., Host Nation (HN), and allied forces within the area of operation? <i>(NOTE:</i> If this is not possible, the DFC must communicate closely with the rear area operations center, rear tactical operations center or other command and control elements of friendly forces.)	AFI 31-301, Para 2.17.3.	
1.6.13.	When preparing for air base defense operations, do security forces unit request through their communications security (COMSEC) manager communications items such as cryptological material, approved frequencies for ground radios, approval to operate on other organization's frequencies and procedural guidance on accounting, maintenance and operational use of COMSEC material to ensure secure communications?	AFI 31-301, Para 2.18.1.	

Item Number	Item	Reference	Yes / No/ NA
1.6.14.	<b>DO ALL PERSONNEL COMPLY WITH U.S. AIR FORCE ENEMY PRISONERS FO WAR (EPW) PROCEDURES AS OUTLINED IN AFI 31-304(I)?</b>	AFI 31-301, Para 4.6.	
1.7.	<b>Air Base Defense Collective Skills</b>		
1.7.1.	Do security forces personnel use AFI 31-301 and AFH 31-305 in conjunction with AFH 31-302, as general reference and operational planning guidance? <b>(NOTE:</b> Soldier Training Publication (STP) 21-1, <i>Soldier's Manual of Common Tasks (SMCT)</i> for skill level 1 covers individual combat skills.)	AFH 31-302, Para 1.1.1.	
1.7.2.	At a minimum, is Orders Group (O Group) held daily in a secure location determined by the DFC?	AFH 31-302, Para 2.4.1.	
1.7.3.	Has a Vulnerability and Criticality Analysis been conducted to identify mission critical resources, integrate and prioritize critical resources, identify protection options, and apply protection options efficiently?	AFH 31-302, Para 2.4.2.	
1.7.4.	Has the base been sectorized in a manner which considers the entire Tactical Area of Responsibility (TAOR), provides maximum protection for base critical resources, has clearly defined boundaries, identifies which Air Base Defense (ABD) forces are responsible, and allows a coordinated decentralized execution?	AFH 31-302, Para 2.4.6.	
1.7.5.	Is standard military symbology used by the DFC, the S staff, and Flight Leaders (FL) to show, in graphic form, ABD operations on maps, overlays, and other displays?	AFH 31-302, Para 2.4.7.	
1.7.6.	As a minimum, are range cards used for those fixed fighting positions sited for the M-249 or any crew-served weapons to be employed?	AFH 31-302, Para 2.5.	
1.7.7.	Have fire control measures been developed to ensure the proper concentration and distribution of fires in the event of enemy attack?	AFH 31-302, Para 2.5.4.	
1.7.8.	Have priorities of work been developed, and are they adjusted based upon the tactical situation and other considerations?	AFH 31-302, Para 2.5.5.	
1.7.9.	Have Troop Leading Procedures been used to ensure nothing is left out of planning and preparation, and forces fully understand the mission and prepare adequately?	AFH 31-302, Para 3.2	

Item Number	Item	Reference	Yes / No/ NA
1.8	<b><i>Communication Systems</i></b>		
1.8.1.	Has the DFC ensured a secure, reliable communications system is established between:	AFI90-201, Para A5.4.6.3. & AFH 31-302, Para 2.6.	
1.8.2.	Response/defense forces and Base Defense Operations Center (BDOC)?		
1.8.3.	BDOC and Wing Operations Center?		
1.8.4.	BDOC and Joint Air Operations Center?		
1.8.5.	BDOC and Mobile Reserve Forces?		
1.8.6.	BDOC and Friendly Forces Operations Centers?		
1.8.7.	BDOC and Military Working Dog (MWD) elements?		
1.8.8.	BDOC and Heavy Weapons elements?		
1.8.9.	BDOC and Host Nation forces/authorities?		
2.	<b><i>Individual and Team Proficiency</i></b>	AFI90-201, Para A5.4.6.2.	
2.1.	Do all air base defense leaders from the DFC to the squad and fire team leader ensure the forces under their control are trained, organized, and equipped to perform their mission?	AFH 31-305, Para 1.7.	
2.2.	Can tactical units demonstrate effective and efficient squad and fire team movement (mounted and dismounted) and their rate and distribution of fire?	AFH 31-302 Attachment 7	
2.3.	Have defense forces demonstrated knowledge and proficiency with primary and alternate means of communication?	AFH 31-302 Para A4.6./ A4.7.	
2.4.	Does the unit demonstrate the capability to detect, report, and tactically respond (mounted and dismounted) to varying threats?	AFH 31-302 Para 4.1. & AFI 31-301 Figure 1.1.	
2.5.	Are the Principles of detection, fire and maneuver, cover and concealment, camouflage, noise and light discipline, and fire control orders effective?	AFH 31-302 Para 2.2.4. & 3.2.1.	

Item Number	Item	Reference	Yes / No/ NA
3.	<b><i>PL 1-4 Security</i></b>	AFI90-201, Para A5.4.6.4. & A5.4.6.5.	
3.1.	Does the DFC direct the planning and execution of base defense operations?	AFPD 31-3, Para 2.4.	
3.2.	Has an effective defensive posture been established to allow generation, launch and sustainment of aerospace?	AFPD 31-3, introductory Para	
3.3.	Are only the forces needed to neutralize an attack allocated?	AFI31-101, Para 4.5.3.1.	
3.4.	Are minimum baseline security requirements to all protection level resources being met?	AFI31-101, Chapters 8 -12	
3.5.	Is entry controlled to the restricted area for PL1& PL2 resources?	AFI31-101, Para 2.8.1.1. & 2.8.2.1.	
3.6.	Are security screens and active patrolling utilized to reduce the standoff threat for PL1 resources?	AFI31-101, Para 2.8.1.2. & 4.5.2.1.	
3.7.	Is continuous intrusion detection and surveillance at the restricted area boundary and individual resource being accomplished for PL1 & PL2 resources?	AFI31-101, Para 2.8.1.3. & 2.8.2.2.	
3.8.	Are dedicated response elements inside and outside of the restricted area for PL1 & PL2?	AF31-101, Para 2.8.14. & 2.8.2.3.	
3.9.	Are Security Forces present in the restricted area for PL3 resources and reinforced with external response elements?	AFI31-101, Para 2.8.3.1. & 2.8.3.2.	
3.10.	Is intrusion detection and surveillance at the restricted area boundary or individual resource being accomplished for PL3 resources?	AFI31-101, Para 2.8.3.3.	
3.11.	Are PL4 resources being secured through a coordinated effort between owner/users and security forces?	AFI31-101, Para 2.8.4.	
3.12.	Are preventive patrols being conducted in areas containing PL4 resources?	AFI31-101, Para 2.8.4.2.1.	

Item Number	Item	Reference	Yes / No/ NA
3.13.	<p>Are armed responses provided to alarms when required for PL4 resources?</p> <p>(<b>NOTE:</b> When responding to multiple alarms, priority will be given to Arms, Ammunition and Explosives (AA&amp;E) facilities over other PL4 resources. Response time to AA&amp;E facilities will not exceed 10 minutes.)</p>	AFI31-101, Para 2.8.4.2.3. & 4.3.1.	
4.	<b><i>Base Defense Forces – Level I – II threats</i></b>	AFI90-201, Para A5.4.6.6.	
4.1.	<b>DOES THE DFC ORGANIZE THE FORCES TO DEFEAT LEVEL I THREATS, DISRUPT OR DELAY LEVEL II THREATS AND DELAY LEVEL III THREATS?</b>	AFI 31-301, Para 4.4.2.	
4.2.	Does the defensive plan place emphasis on early detection as far away from critical resources as possible?	AFH 31-302, Para4.2.2.	
4.3.	Are detection assets such as sensors, thermal imagers, night vision equipment, Observation Posts (OP)/ Listening Posts (LP), and military working dog teams placed on key terrain inside and outside the base tactical boundary (within the base TAOR)?	AFH 31-302, Para4.2.2.	
4.4.	Are defensive fighting positions, barriers, and obstacles sited to enhance the overall detection capability?	AFH 31-302, Para 4.2.2.	
4.5.	Is active patrolling utilized as a further means of detection?	AFH 31-302, Para 4.2.3.	
4.6.	Once the enemy is detected, is it reported in the Size, Activity, Location, Uniform/Unit, Time, Equipment (SALUTE) format?	AFH 31-302, Para4.2.4.	
4.7.	Have Patrol States been developed and implemented?	AFH 31-302, Para 2.4.4.	
4.8.	Have Ground Defense Postures (GDPs) been developed to afford maximum flexibility to counter changes in the threat, as well as ensuring ABD force sustainment?	AFH 31-302, Para 2.4.3.	

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFPD 31-1, *Air Base Defense*
- AFI 31-101, *The Air Force Installation Security Program*, and the USAFE Supplement 1
- AFH 31-302, *Air Base Defense Collective Skills*, and the USAFE Supplement 1
- AFI 31-304(I), *Enemy Prisoners of War; Retained Personnel, Civilian Internees and other Detainees*
- AFH 31-305, *Security Forces Deployment Planning Handbook*
- AFI 33-360 Volume 1, *The Air Force Content Management Program - Publications*
- AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*
- AFMAN 37-123, *Management of Records*
- AFI 90-201, *Inspector General Activities*, and the USAFE Supplement 1
- AFTTP 33-10-1, *Integrated Base Defense (IBD)*
- STP 21-1, *Soldier's Manual of Common Tasks (SMCT)*

***Abbreviations and Acronyms***

- AA&E**—Arms, Ammunition and Explosives
- ABD**—Air Base Defense
- BDOC**—Base Defense Operation Center
- CCGI**—Core Compliance Guide Item
- CCRC**—Common Core Readiness Criteria
- COMSEC**—Communication Security
- DFC**—Defense Force Commander
- DOC**—Designed Operational Capability
- DoD**—Department of Defense
- IG**—Inspector General
- MISCAP**—Mission Capability
- ORI**—Operational Readiness Inspection
- ORM**—Operational Risk Management
- PL**—Protection Level
- RC**—Readiness Criteria
- TAOR**—Tactical Area of Responsibility

**U.S.**—United States

**USAFE**—United States Air Forces in Europe

**UTC**—Unit Type Code